



10269 NW 46 Street · Sunrise, FL · 33351 (954) 746-0165 www.pcma.com

Professional Crisis Management Association, Inc.

Public Policy Number: GPW03-PUB

Date Originally Approved: 02/07/2008

Current Version as of: 06/14/2012

Title: Continuing Education Credit

Policy:

It is the policy of the PCMA to provide continuing education credit for a fee to participants in educational events, when it is allowed and appropriate.

Procedures:

- A) At the current time, PCMA is an approved continuing education provider for the Behavior Analysis Certification Board (BACB).
- B) Those desiring credit from other professional boards or organizations may check the PCMA website (webinar information page) periodically to find out if PCMA has become an approved CE provider since the writing of this policy.
- C) In some cases, professional boards will accept for credit educational events from non-approved CE providers. If a participant is interested in pursuing this option, it is up to him or her to research the requirements and complete any paperwork. Upon request, PCMA will provide course information needed for this process that it has available, such as a course agenda and presenter vita (contact the PCMA marketing department).
- D) In order to qualify for CE credit, participants must meet the minimum duration requirements set by the board. If he or she attends a class, presentation or webinar for the posted duration, the minimum will be met. The PCMA verifies the attendance durations of webinar participants through statistical reports provided by the webinar service provider. The reports measure, for each registered participant, the time of log in, the time of log out and the "attention level" of the participant by calculating the percentage of webinar time that the participant was not engaging in other activities (visiting other websites, using other programs, etc...).
- E) To obtain CE credit approved for the BACB, participants in PCMA educational events should send a check (as of the writing of this policy, \$15 per credit hour desired) to the PCMA at following address and include a note with the participant's name as it should appear on the certificate, the name and date of the educational event attended and the address where the certificate should be sent.

Professional Crisis Management Association
Attn: Operations Director
10269 NW 46 Street
Sunrise FL 33351

- F) Participants may purchase any number of CE credit hours up to the approved number for the event, as long as they qualify by meeting participation requirements.

- G) The following events are approved for the following number of BACB credit hours, as of the writing of this policy:
- a. PCM Initial Instructor Course...up to 7 hours total (3 of which count for the ethics requirement)
 - b. PCM Instructor Recertification Course...up to 2 hours
 - c. BehaviorTools Basic Instructor Course...up to 12 hours
 - d. BehaviorTools Instructor Course...up to 12 hours
 - e. Webinars...varies, as posted (some count for the ethics requirement)
 - f. Conference and other live presentations...varies, as posted (some count for the ethics requirement)
 - g. Practitioner courses (PCM & BehaviorTools) are not eligible for CE credit through the PCMA continuing education provider number, as the instructors are typically not employed by PCMA.
 - h. BehaviorTools Instructor Recertification Courses are not eligible for CE credit at this time, as it is an online process and the duration of review and testing cannot be verified.

Approval Signature:

Neal Fleisig, Executive Director